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State Of Montana

Agency IT Plan

Template

FOR FY2011 - FY2015 IT PLAN UPDATE

STATE OF MONTANA

Should you have any questions or comments regarding this template, or desire additional copies, please contact:

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INFORMATION TECHNOLOGY SERVICES DIVISION

Dick Clark, CIO
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January 7, 2010

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EXECUTIVE SUMMARY

The Commissioner of Political Practices is a small, independent regulatory agency responsible for the collection of campaign finance and lobbyist financial disclosure information. The agency is also responsible for resolution of related formal complaints as well as enforcement of the Montana Code of Ethics and certain required information disclosures for state officials and state employees.

Disclosure responsibilities are met primarily by requiring the paper filing of required financial disclosure statements.

As of March 2011, the following have been successfully launched:

- Candidate Registration
- Candidate Financial Reporting
- Candidate Electronic Upload
- Candidate and committee document imaging and online search capabilities
- Committee Registration
- Committee Financial Reporting
- Committee Electronic Upload
- Lobbyist Registration and Fee Payment
- Lobbyist Financial Reporting
- Lobbyist Search and Download

A Candidate and Committee Search and Download has been developed and tested but not launched as of today's date. The agency has electronic capabilities but many of the clients still continue to use paper formats to file their registration and reporting forms. Political Practices does not have the staff and/or budget to hire staff to perform data entry of this magnitude. The agency's goal is to achieve mandatory electronic filing for most users either through rulemaking. Once this goal is met then all data could be searched and downloaded.

SECTION 1: AGENCY CONTACT INFORMATION

Agency Name:

Role: Plan Owner

Name: Mary E. Baker
Telephone Number: 444-2942
EMail Address: mabaker@mt.gov

Role: IT Contact

Name: Mary E. Baker
Telephone Number: 444-2942
EMail Address: mabaker@mt.gov

Role: IT Contact (Alternate)

Name: David B. Gallik
Telephone Number: 444-2942
EMail Address: dgallik@mt.gov

SECTION 2: AGENCY IT MISSION

2.1 Agency IT Mission Statement

Our mission is to provide citizens ready-access to certain data about Montana candidates, political committees, lobbyists and lobbyist's employers. We seek to provide the information in a timely way and in user friendly formats, including downloadable, sortable and searchable formats.

To aid in achieving this, we seek to provide easy-to-use services that facilitate submitting all required statements and reports on-line.

SECTION 3: AGENCY SECURITY PROGRAM

3.1 Security Program

The Commissioner of Political Practices is dependent solely on ITSD for computer security.

CPP maintains a paper file for every candidate, committee, principal and lobbyist due to a lack of confidence in electronic systems and the nebulous back-up regime. By statute, we are required to maintain records for a minimum of 10 years.

SECTION 4: AGENCY IT PLAN – GOALS & OBJECTIVES

4.1 Goals

Goal Number 1:

ITG 1 Enhance and maintain current electronic services to be more user friendly

Description: 2010 worked somewhat as a pilot year for our new electronic filing services. Staff has kept notes of known issues or user complaints so that the systems could be enhanced in such a way that would draw more users. Some of the known issues are as follows:

- Principals have to manually enter their lists of bills we hope to implement an upload feature to avoid manual processes.
- Principal/Lobbyist Registration and Reporting service is not set up to accommodate a special session within the same year.
- Duplicate records in Oracle database, build a tool to merge those records
- Other maintenance on an “as needed” basis

Benefits: Enhancing the services helps everyone: the user, the staff, and the taxpayers. CPP staff will benefit from less data entry which frees up time to spend on work that is more rewarding and productive in meeting our overall mission.

Which state strategic goal or objective does your goal address? Objective 2-5, expansion of eGovernment services.

Supporting Objective/Action

ITO 1-1 Begin work on enhancements as soon as possible.

Describe the business requirements or business problem driving this objective: There are some known issues that require some maintenance and/or enhancements.

Describe the benefits to be derived from the successful completion of this objective: These systems will not achieve a positive benefit to cost ratio until they’re used by the majority of candidates and committees. Experience across the country shows that won’t happen until use is made mandatory. Realizing that the users (candidates and committees) must support that notion through an administrative rule or legislative vote, it’s essential that the systems be attractive and easy to use.

Describe the anticipated risks associated with this objective: None we’re aware of

Describe how this objective supports the agency IT goal: This is central to our goal of making these systems mandatory for most users.

What is the timeframe for completion of this objective: January 2013

Describe the critical success factors associated with this objective; i.e., how will you know when it has

been successfully completed? When we achieve passage of a rule making these systems mandatory for most users we will have completed the effort. Near-term, intermediate success factors involve documentation and scheduling agreements on needed enhancements.

SECTION 5: IT INITIATIVES (FY2011 – FY 2015)

5.1 IT Initiatives

Initiative 1 - Title: Lobbyist registration and reporting enhancements

Description: Take care of those items identified as “needs” that couldn’t be accomplished in the initial development of these services due to lack of time and budget and aren’t eligible for no-cost warranty or enhancement work..

EPP Number (if applicable): None yet assigned.

SECTION 6: ENTERPRISE ALIGNMENT

6.1 State Strategic Plan for IT Alignment

Please indicate which Communities of Interest your agency plans to be involved in. Agencies are asked to select at least one, but can select as many as needed. Further planning work by the communities of interest will take place following submission of agency IT plans.

- ☒ Government Services
- ☐ Public Safety
- ☒ Human Resources
- ☐ Environmental
- ☐ Education
- ☐ Economic
- ☐ Cultural Affairs
- ☒ Finance

SECTION 7: EXPENDITURES

7.1 Planned Agency IT Expenditures

<u>Expense Category</u>	<u>FY2010</u>		<u>FY2011</u>		<u>FY2012</u>		<u>FY2013</u>		<u>FY2014</u>		<u>FY2015</u>
Personal Services											
Operating Expenses	* \$26,698		* \$26,698		† \$22,000		† \$22,000		† \$20,000		† \$20,000
Initiatives	** 40,000										
Other expenditures											
Totals	\$66,698		\$26,698		\$22,000		\$22,000		\$20,000		\$20,000

* ITSD Fixed Costs

** One-time-only biennial appropriation for IT Services to complete the Camtracker project. Since the project is expected to be completed in FY'10, all funds were moved to FY'10.

† On-going Database Management

SECTION 8: ENTERPRISE IT INVENTORY

8.1 Inventory Update

Has the Agency updated their IT Inventory Database as outlined in Section 8 of the instructions? Yes

Date that Agency last updated their IT Inventory: July 19, 2011

SECTION 9: ADDITIONAL INFORMATION - OPTIONAL

Nothing else to add.